



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EXHIBIT TECHNICIAN	28	C	9.493

#### DEFINITION OF THE CLASS:

Under general supervision, constructs, installs and dismantles exhibits at a museum or gallery, maintains exhibit facilities and specialized materials and equipment; and performs related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Reviews a written or graphic design of the objective of the exhibit, purchases needed supplies; consults with the supervisor to plan allotted exhibit space; designs and sketches exhibit plans; constructs exhibit furnishings and cases; draws graphics and other artwork; assembles exhibits; and constructs models by carving, sculpting, molding and paper mache in order to create a realistic and accurate scene or display area.

Creates artwork or graphics for promotional brochures, invitations and posters.

Performs facility maintenance by repairing electrical and plumbing systems according to State and local public building regulations; repairs roof leaks; modifies buildings including framing and erecting walls; constructs exhibit cases, tables and shelving using hand and power equipment; paints new construction and other surfaces that needs refurbishing; acts as liaison with building contractors on larger projects; and supervises semi-skilled workers engaged in buildings and grounds maintenance and custody.

Provides general information about exhibits to patrons; stores exhibits and related materials and provides for security precautions by enforcing rules and regulations pertinent to facility access.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of supervisory principles and techniques. General knowledge of State and departmental purchasing procedures. General knowledge of agency procedures affecting public exhibitions.

Ability to transfer abstract ideas into dimensional drawings. Ability to prepare scale drawings and models of exhibits.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of shop tools and graphic arts equipment required to fabricate exhibits. Knowledge of the applications of building materials such as woods, metals, plastics, cements, glues, surface finishes and paper materials. Knowledge of the principles and techniques used in carving, sculpting, molding, paper mache and creating graphic designs. General knowledge of the methods, materials and equipment used in building maintenance.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (cont.)

Ability to effectively use art related equipment such as drafting, printing, painting, carving and shaping tools. Ability to perform routine repairs to facility structures, fixtures, electrical, heating and air conditioning systems using carpentry, plumbing and electrical skills. Ability to detect general housekeeping, maintenance or safety problems in a public building. Ability to construct or repair furnishing and fixtures associated with exhibits and displays. Ability to effectively communicate with co-workers and the general public. Ability to read and comprehend written instructions and graphic drawings.

In order to meet the needs of each agency, the position may require specialized background or skills in order for the incumbent to perform all the tasks of the position. Any specialized skills required will be identified at the time of recruitment within the parameters of the class specification.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school or the equivalent and two years of experience in the planning, construction, installation and removal of gallery or museum exhibits; OR

II

An equivalent combination of education and experience that provided the applicant with the entry level knowledge, skills and abilities. Two years of college training in museum studies, industrial art, fine art or graphic design may be substituted for one year of the experience.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:                      9.493  
   7/1/91P  
   11/29/90PC